

Thunder Bay Quilters Guild Constitution & Bylaws

Last amended: June, 2020

Reviewed: March 2022

Approved: June 2022

1.0 Our Mission Statement:

1.1 The guild provides a venue for quilters to meet to exchange creative ideas, foster friendships and camaraderie found in the practice of the age-old craft of quilting. Our members strive to improve their knowledge and share it with each other and the next generation of quilters and to give back to their community with the work of their hands.

2.0 Our Goals

- 2.1** To provide a forum for quilters to meet and exchange ideas and expertise.
- 2.2** To promote interest and quality of work in quilting as one of the art forms – both as a heritage craft and emerging art forms.
- 2.3** To promote growth and interest in quilting in our community.
- 2.4** To do charitable work for the community.
- 2.5** To provide quilting education and mentoring by and for the members.
- 2.6** To foster friendship and support among our members.

3.0 Definitions

- 3.1** The guild refers to the Thunder Bay Quilters Guild.
- 3.2** Charitable work refers to donating without monetary gain.
- 3.3** PSA refers to Public Service Announcements.
- 3.4** A member in good standing has paid the yearly membership fee.

4.0 Bylaws

4.1 The Guild will consist of:

- 4.1.1** The Executive Committee
- 4.1.2** The Council
- 4.1.3** The General Membership

4.2 The Executive Committee will consist of elected members only :

- 4.2.1** President
- 4.2.2** Vice President
- 4.2.3** Secretary
- 4.2.4** Treasurer
- 4.2.5** Program Chair(s) (1 vote)

4.3 The Council will consist of:

- 4.3.1** Members of the Executive (Item 4.2)
- 4.3.2** Past President

- 4.3.3 Communications Coordinator
- 4.3.4 Newsletter Editor
- 4.3.5 Webmaster
- 4.3.6 Committee Chairs
 - 4.3.6.1 Comfort Quilt
 - 4.3.6.2 Guest Quilter
 - 4.3.6.3 Hall of Fame
 - 4.3.6.4 Library
 - 4.3.6.5 Nominating
 - 4.3.6.6 Placemat
 - 4.3.6.7 Quilt Bee
 - 4.3.6.8 Quilt Show
 - 4.3.6.9 Sew Days
 - 4.3.6.10 Swaps
 - 4.3.6.11 Teddy Bear
- 4.3.7 Ad Hoc Committee Chair(s)

4.3 Roles and Responsibilities of the Executive

- 4.3.1 The **PRESIDENT** will preside at all meetings of the Executive and General Membership. The President will call executive meetings, prepare agendas, be responsible for public relations and will liaise with the community.
- 4.3.2 The **VICE PRESIDENT** will preside at meetings in the absence of the President; liaise with the Program Chair(s) and be responsible for coordinating internal workshops.
- 4.3.3 The **SECRETARY** will be responsible for the minutes of all General Membership meetings and Executive Committee meetings, will maintain records, attendance list, attend to all correspondence and be responsible for sending out PSA's to local media to announce meeting dates or other events as requested by the Executive Committee.
- 4.3.4 The **TREASURER** will be responsible for the collection of membership dues, maintain a bank account, record all receipts and disbursements and serve on the quilt show committee. The treasurer will provide a financial statement of the account at each meeting; prepare the budget for the year in consultation with the rest of the Executive Committee and Council. The Treasurer will also ensure the financial books are audited at the end of the Treasurer's term or at least every 2 years. The Treasurer will maintain the membership list or may delegate this job to another Guild member. The Treasurer will also maintain the list of the Guild assets, their value and their location.
- 4.3.5 The **PROGRAM CHAIR(S)** will be responsible for organizing the monthly program portion of the general meeting.
- 4.3.6 These positions are members of the Council.

4.3.7 Additional responsibilities may be assigned as needed.

4.4 Roles and Responsibilities (Report to the Executive)

4.4.1 The **COMMITTEE CHAIRS** are responsible for the standing and ad hoc committees.

4.4.2 The **NEWSLETTER EDITOR** will publish a monthly newsletter to be distributed either electronically to members with email or by hardcopy to members without email at the monthly meetings. The newsletter shall contain the minutes of the previous month's meeting and a Treasurer's summary report. Any advertising shall be quilt related with the Executive setting the fees.

4.4.3 The **WEBMASTER** will maintain the website.

4.4.4 The **PAST PRESIDENT** will act as chair of the Nominating Committee and act as an advisory member of the Executive Committee. The Past President is also responsible for the Hall of Fame.

4.4.5 The **COMMUNICATIONS COORDINATOR** will be responsible for the postings on the Guild's social media pages.

4.4.6 Additional responsibilities may be assigned as needed.

4.5 Committees

Committees in addition to those listed in 4.6 may be established as deemed necessary by the Executive Committee. Each Committee will be responsible for submitting a proposed budget for the year to the Executive Committee prior to the September executive meeting.

4.6 Standing Committees

4.6.1 The **NOMINATING COMMITTEE** will consist of the Past President as chair and two members. The Committee will prepare a slate of officers for the coming year according to the terms of office and conduct the election part of the June meeting.

4.6.2 The **QUILT BEE COMMITTEE** will liaise with the Executive Committee and consist of one or more members who will be responsible for coordinating all activities for the Quilt Bee.

4.6.3 The **QUILT SHOW COMMITTEE** will be responsible for planning the biennial quilt show.

4.6.4 The **LIBRARY COMMITTEE** will be responsible for maintaining the Library.

4.6.5 The **COMFORT QUILT COMMITTEE** will be responsible for the collection and distribution of donation quilts.

4.6.6 The **PLACEMAT COMMITTEE** will be responsible for collection and distribution of placemats.

4.6.7 The **HALL OF FAME COMMITTEE** is responsible for membership for induction into the hall of fame.

4.6.8 The **TEDDY BEAR COMMITTEE** will be responsible for collecting and distributing the donated teddy bear quilts and related items.

4.6.9 The **GUEST QUILTER COMMITTEE** will be responsible for coordinating workshops and retreats with external instructors.

4.6.10 The **SEW DAYS COMMITTEE** will be responsible for coordinating sew days.

4.6.11 The **SWAP COMMITTEE** will be responsible for coordinating activities related to swaps.

4.7 Ad Hoc Committees

4.7.1 Ad Hoc Committees may be established as deemed necessary by the executive committee.

4.8 Terms of Office

4.8.1 The elected Members of the Executive Committee will hold office for a two year term and may be re-elected for the same office for one additional consecutive term.

4.9 Elections

4.9.1 Election of Executive

4.9.1.1 An election will take place at the Annual General Membership Meeting in June. The positions of Secretary and Treasurer will be elected in alternate years from the President, Vice President and Program Chair (s).

4.9.1.2 If any member of the Executive Committee is unable to fulfill his/her term of office a by-election will be held at the 2nd general membership meeting after the Executive Committee is notified of the upcoming vacancy. The newly elected person will hold the position for the length of time needed to complete that term of office.

4.9.2 Selections of Committee Chairpersons and Members

The chairperson is selected by members of the committee. This person will be the liaison with the executive. Committee membership will be established each year.

4.10 Meetings

The Guild meetings will be held on the 3rd Monday of each month (September to June) with the exception of the 2nd Monday in December.

4.11 Quorum

A quorum at any meeting shall be 30% of the paid-up membership. A simple majority shall be required for all motions to be passed,

with the exception of amendments to the Constitution which requires a 2/3 majority of the quorum.

4.12 Annual General Meeting

The Annual General Meeting will be held in June of each year. An election will take place as to the terms of office. Annual reports will be printed in the June newsletter.

4.13 Membership

4.13.1 Anyone interested in learning and promoting quilting may join the Guild by paying the yearly membership fee.

4.13.2 Each member shall receive a Contact List which will be used for Guild business only.

4.14 Fees

The executive committee shall set the annual membership fee for the following year, by the end of the current fiscal year.

4.15 Fiscal Year

The fiscal year of the Guild shall run from July 1st in any one year to June 30th of the following year, with any new executive taking office as of July 1st of their elected year.

4.16 Awards

4.16.1 Awards will be presented at the September meeting.

4.16.2 10 year pins. The 10 year pin is awarded to any Guild member who is in good standing and has had 10 years of continuous paid membership.

4.16.3 25 year pins. The 25 year pin is awarded to any Guild member who is in good standing and has had 25 years of continuous paid membership.

4.16.4 30 year pins. The 30 year pin is awarded to any Guild member who is in good standing and has had 30 years of continuous paid membership.

4.16.5 40 year pins. The 40 year pin is awarded to any Guild member who is in good standing and has had 40 years of continuous paid membership.

4.16.5 Hall of Fame. The HOF Committee makes the decision using the criteria identified in Appendix 1.

4.17 Amendments

4.17.1 Amendments to the Constitution and Bylaws may be made at any General Membership Meeting, provided a notice of motion is made at two consecutive meetings prior to that meeting in which voting will take place.

4.18 Dissolving of the Thunder Bay Quilters Guild

4.18.1 PROCESS FOR DISSOLVING

The entire membership must be informed two months prior that a vote will be conducted on whether or not to dissolve the Guild. Regular Constitution amendment rules apply to that meeting and vote.

4.18.2 Disposal of Assets

In the event that the membership votes to dissolve the Thunder Bay Quilters Guild the assets must be disposed of as follows:

4.18.2.1 All tangible assets will be auctioned off at the final meeting after the vote in favor of dissolving. This includes all contents of the library, all merchandise; all quilt show and quilt bee supplies and any other assets owned by the Guild at that time.

4.18.2.2 The proceeds will be deposited into the Guild's bank account.

4.18.2.3 If there are some items that do not sell then they will be donated to a charitable cause.

4.18.2.4 Once all assets have been disposed of then the Guild bank account and any investments will be closed as soon as possible and the money donated to a charitable cause.

4.18.2.5 The charitable cause will be voted on at the final meeting.

4.19 Code of Conduct

4.19.1 Members are expected to behave with respect towards fellow members. This includes discussions in public or on social media.

4.19.2 Coarse or abusive language will not be tolerated at any time.

4.19.3 If a member feels there is a just cause for a complaint, it should be brought to the attention of the executive.

4.19.4 Any member who is in a position of conflict of interest must declare it.

Appendix 1

Criteria for the Thunder Bay Quilters Guild Hall of Fame

Nominations may be submitted by any member of Thunder Bay Quilters Guild, no later than the end of May each year to the Past President for consideration by the Committee. Submissions must be accompanied by a written resume containing the candidate's accomplishments and reasons for the candidate's nomination. A newly selected HOF member will have her/his fees waived for the year. Candidates must qualify in at least four (4) areas out of eight (8) from the list that follows:

1. Be on the executive for at least two (2) years.
2. Take an active role on a steering committee/chairperson on at least two (2) quilt shows.
3. Served on at least one other committee other than those covered under points 1 and 2.
4. Display work frequently at the Guild meetings.
5. Teach three (3) workshops for the Guild within a ten year period.
6. Assist with the Guild's extra curricular activities, i.e. community displays.
7. Contribute to general quilting awareness in the community.
8. Must be a member in good standing for ten (10) consecutive years.